

**TOLEDO FIRE DEPARTMENT**  
**POSITION**  
**DESCRIPTION**

**Fire Chief**

**POSTION DESCRIPTION**  
**Lewis County Fire Protection District 2**

**POSITION: Fire Chief**

**GENERAL PURPOSE**

The Fire Chief serves as the senior command officer of the Fire District. The Fire Chief is responsible for the quality of operational readiness of the district. The Fire Chief assures the efficient and effective delivery of emergency fire, medical as well as fulfilling mutual aid agreements with other jurisdictions using volunteer personnel. Provides for the delivery of educational and prevention programs to reduce risk to life, property and community vitality. Assures all career staff and volunteers are properly trained, assures the effective utilization of district personnel, equipment, facilities and time. The Fire Chief provides leadership and administrative direction for Board of Commissioners to establish strategic direction for the organization.

**SUPERVISION RECEIVED**

The District Fire Chief reports directly to the Board of Commissioners of the Fire District and works under the appointment and direction of the Board of Commissioners.

**SUPERVISION EXERCISED**

Supervises Assistant Fire Chief, Career Staff, and volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The District Fire Chief assures compliance with all appropriate state and federal statues and requirements, all appropriate statues of the State of Washington, and all policies and procedures of the fire district.

Plans, coordinates, supervises and evaluates Fire and EMS operations.

Establish policies and procedures in order to implement directives from the Board of Commissioners.

The District Fire Chief participates in the preparation and presentation of an annual budget, reviews specifications for new and replacement of equipment.

Responds to alarms and may direct activities at the scene of major emergencies.

The District Fire Chief Controls the expenditure of department appropriations at the direction of the Board of Commissioners.

Resolve first level grievances, maintains Departmental discipline and conduct. If grievances cannot be resolved it shall be brought before the Board of Commissioners.

Prepares and submits a monthly written report to the Board of Commissioners regarding department operations, responses, equipment, facilities, training, and personnel, and additional reports as requested by Board of Commissioners.

Plans departmental operation with respect to equipment, apparatus and personnel; supervise the implementation of such plans.

## **PERIPHERAL DUTIES**

The District Fire Chief shall attend local and county meetings, as they pertain to the fire service with potential impact on the fire district, or at the direction of the Board, to keep informed of current issues.

Backfills duties of career staff as needed and fulfills obligations during duty days.

## **REQUIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

1. Graduation from high school or GED equivalent.
2. Five (5) years prior work experience of a progressively responsible nature in fire fighting and working knowledge of prevention and emergency services, including supervisory duties, which must have been equivalent to Fire Lieutenant or higher.

### **Knowledge, Skills and Abilities:**

1. Requires working knowledge of applicable sections of the Revised Code of Washington, Washington Administrative Codes, and National Fire Protection Association (NFPA) Standards.
2. Desired NIMS700 and NIMS 800 certification. ICS 100, ICS 200, ICS 300, and ICS 400.
3. Requires current EMT Certification, knowledge of emergency medical services principles, procedures, techniques and equipment.
4. Requires ability to demonstrate the initiative and ability to follow through on tasks in a timely manner.
5. Requires the ability to demonstrate skills to provide leadership and effective supervision.
6. Must have the ability to demonstrate the operation of department tools, equipment and apparatus.
7. Must have the ability to train and supervise department personnel.
8. Must have the ability to perform work which requires good physical condition.
9. Requires the ability to communicate the English language effectively orally and in writing.
10. Requires the ability to effectively give and receive verbal and written instructions.
11. Requires the ability to establish and maintain effective working relationships with other district employees, volunteers, and members of the public.
12. Requires the ability to conduct one's professional and personal life in a manner that will not negatively impact the public perception of the fire district.

## **SPECIAL REQUIREMENTS**

1. Must be twenty-five years of age or older at time of hire;
2. Must possess, or be able to obtain by time of hire, a valid Washington State Driver's License, without record of suspension or revocation in any state.
3. Must hold current certification of Emergency Vehicle Incident Prevention Program (EVIP)
4. No felony convictions or disqualifying criminal histories, considerations may be made upon review of the Board of Commissioners.

5. Ability to meet Department physical standards.

### **ADMINISTRATIVE TOOLS**

Must have basic knowledge of computers and working knowledge of administrative software programs.

### **PHYSICAL DEMANDS**

The physical demands must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the Fire Chief is required to sit; talk or hear; stand; walk; use hand to finger, handle or operate objects, tools, or controls; and reach with hands and arms, is required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The Fire Chief of this position must be able to lift 50 pounds; must be able to climb ladders, and have dexterity to manipulate hose, fittings, nozzles, and other fire department and EMS equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Fire Chief must be capable of donning and wearing a self-contained breathing apparatus without experiencing disorientation or fear of closed spaces. The Fire Chief must be current in meeting SCBA requirements.

The Fire Chief must have the ability to give verbal orders, hear and interpret radio communications.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those in which you would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and other outdoor settings, in all weather conditions, including temperature extremes, during the day and night. Work is often performed in emergency and stressful situations. Individuals is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemical liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scene.

### **RESIDENCY**

The Fire Chief must be able to respond to the main station (150 North Second Street ~ Toledo) within 15 minutes, following driving laws, within six months of appointment, and maintain knowledge of the geography of Lewis County Fire District 2, i.e.; buildings, streets and roads, and special areas requiring pre-fire knowledge or special firefighting techniques.

**SELECTIONS GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; drivers license check; physical agility; drug screening; final selection and pre-employment medical examination.

NOTE: The Fire Chief will be subject to a 12 month probationary period.

**COMPENSATION**

Wage will be determined by the Board of Commissioners.

These examples of duties are intended only as illustrations of various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the need of the employer is requirements of the job change.

Approval: \_\_\_\_\_  
By: Chairman, Board of Commissioners  
Lewis County Fire Protection District 2

Approval: \_\_\_\_\_  
By: Board of Commissioners  
Lewis County Fire Protection District 2

Approval: \_\_\_\_\_  
By: Board of Commissioners  
Lewis County Fire Protection District 2

Approval: \_\_\_\_\_  
By: Fire Chief  
Lewis County Fire Protection District 2